ACCUPLACER®
Revealing Potential. Expanding Opportunity.

ACCUPLACER
Training

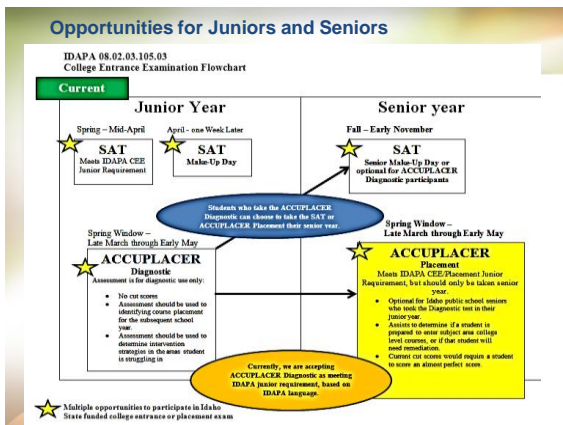**Idaho Department of Education**

February 2014

Training Agenda

- **Idaho DOE Program Overview**
- **ACCUPLACER System Overview**
  - Creating and editing users
  - Pre-registration process
  - Test administration
- **Reports**
- **Interpreting Test Results**
- **Questions**

Opportunities for Juniors and Seniors

IDAPA 08.02.03.105.03
College Entrance Examination Flowchart

Current

Junior Year | **Senior year**

Spring – Mid-April | April - one Week Later | Fall – Early November

SAT
Meets IDAPA CEE
Junior Requirement

SAT
Make-Up Day

SAT
Senior Make-Up Day or
optional for ACCUPLACER
Diagnostic participants

Students who take the ACCUPLACER
Diagnostic can choose to take the SAT or
ACCUPLACER Placement their senior year.

Spring Window –
Late March through Early May

Spring Window –
Late March through Early May

ACCUPLACER
Diagnostic
Assessment is for diagnostic use only:

- No cut scores
- Assessment should be used to identifying course placement for the subsequent school year.
- Assessment should be used to determine intervention strategies in the areas student is struggling in

ACCUPLACER
Placement
Meets IDAPA CEE/Placement Junior
Requirement, but should only be taken senior
year.

- Optional for Idaho public school seniors who took the Diagnostic test in their junior year.
- Assists to determine if a student is prepared to enter subject area college level courses, or if that student will need remediation.
- Current cut scores would require a student to score an almost perfect score.

Currently, we are accepting
ACCUPLACER Diagnostic as meeting
IDAPA junior requirement, based on
IDAPA language.

Multiple opportunities to participate in Idaho
State funded college entrance or placement exam

ACCUPACER Diagnostics Tests for Juniors

The Branching Profile is Juniors 2014
• Diagnostic Reading
• Diagnostic Sentence Skills
• Diagnostic Arithmetic

ACCUPLACER Placement Tests for Seniors

The Branching Profile is Seniors 2014
• Reading Comprehension
• Arithmetic
• Elementary Algebra
• WritePlacer

Idaho High School Juniors

Who is eligible:
• Students are eligible to take the ACCUPLACER in lieu of the SAT if they have not met *proficiency* on the ISAT in Reading and/or Math, or
• If students, school teams and/or parents have determined that the ACCUPLACER Diagnostic test is in the best interest of the student.

Timeframe:
• **March 3rd – May 2nd** *2014*

Idaho High School Seniors (optional)

- Idaho Students who take the **ACCUPLACER Diagnostic test** in the 11th grade will be given the opportunity to take **ACCUPLACER Placement Test** in spring of their senior year

- **ACCUPLACER Placement Tests** will be paid for by the State.

- **ACCUPLACER *Placement exams*:**
  - *Provide students with information about the skills needed for success in college.*
  - *Provides student information on which course they would qualify for at their institution of choice*
  - *Provides students with an overall score from 20-120 for each exam taken.*

Testing Window and Local Details

- Statewide testing window:
  - Original Statewide Testing Window – March 24 – May 2, 2014
  - Opening the window early to accommodate districts -
  - **March 3rd – May 2nd, 2014**
- Local testing window determined by each school
- Schools indicated the number of students testing on the Intake Form at the beginning of the year:
  1) **Number of Juniors – Diagnostics (3 Tests per student)**
  2) **Number of Seniors – Placement (4 Tests per student)**

Based on that number, the Idaho SDE is currently working on appropriating the needed units to each school, while updating testing site and personnel information, including access dates. Please contact Nichole Hall, nhall@sde.idaho.gov or (208) 332- 6933 if further updates are needed, after February 7, 2014.

Remediation

- Remediation activities/duration will be locally determined.

- MyFoundationsLab is recommended for use with the ACCUPLACER Diagnostics but is NOT required.

Updates

New information and updates will be posted on the
Idaho Department of Education web:
http://www.sde.idaho.gov/site/assessment/accuplacer.htm

Idaho DOE Contacts:
Nichole Hall nhall@sde.idaho.gov

ACCUPLACER Overview

ACCUPLACER Platform

- Diagnostic and placement assessments

- Computer-adaptive testing format

- Internet-based, on-demand testing

- Reliable and valid

Key Definitions

Placement Tests
Used to determine whether a student has skill sets necessary to achieve success in college level courses, and if remediation is needed.

Diagnostic Tests
Used to "drill down" to determine student strengths and areas of need in reading, writing, and mathematics content areas. Provides the high school with a detailed assessment of student skills.

Strands/Domains
Each Diagnostic test assesses student skills in five domains/ strands of each discipline (Reading, Arithmetic, Elementary Algebra).

ACCUPLACER Tests

Placement Tests - Seniors
- **Reading Comprehension** (20)
- **Sentence Skills** (20)
- **Arithmetic** (17)
- **Elementary Algebra** (12)
- **College Level Math** (20)
- WritePlacer Plus
- Computer Skills Placement
- "Local" Tests

ESL Suite
- Reading Skills
- Sentence Meaning
- Language Usage
- Listening
- WritePlacer ESL

Diagnostic Tests - Juniors
- **Reading Comprehension** (40)
- **Sentence Skills** (40)
- **Arithmetic** (40)
- **Elementary Algebra** (40)

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Computer-Adaptive Testing

Sample Pattern of Student Responses

Increased Difficulty

Middle Difficulty

Decreased Difficulty

Score is calculated and the next best item is selected based on:
- **Difficulty**
- **Content**
- **Test Specifications**

Review Options for Students

ACCUPLACER

ACCUPLACER is a suite of tests that quickly, accurately and efficiently assesses reading, writing, math and computer skills.

Student

ACCUPLACER® is a suite of computerized tests that determines your knowledge in math, reading and writing as you prepare to enroll in college-level courses. The results of the assessment, in conjunction with your academic background, goals and interests, are used by academic advisors and counselors to place you into a college course that meets your skill level.

Visit student site ›

Professional

Used by over 1,300 institutions, ACCUPLACER® is a computer-adaptive diagnostic, placement and online intervention system that is used to assess student academic skills in reading, writing and mathematics. Teachers and counselors can use the results of these assessments to determine students' strengths and weaknesses and provide early academic intervention.

Visit professional site ›

www.collegeboard.org/accuplacer

Creating Users

ACCUPLACER System-Wide Structure

ID DOE Institutional Administrator

High School | High School | High School | High School | High School | High School

Idaho DOE serves as the IA; all High Schools are sub sites.

Allows data collection system-wide for all high schools.

High Schools can add local background Questions.

Four Permission Levels

- *Institutional Administrator* - Idaho DOE
- *Site Managers* - Each high school - Assessment Directors, Counselors, High School Administrators
- *Proctor* - Teachers, Counselors, Tutors
  - Proctor/Reporter – Administer test and run Student Score Reports
- *Reporter* –HS Principals, Counselors, Teachers

Site Manager Responsibilities

Manages all aspects of individual high school ACCUPLACER site, including:

- Create additional users: Site Managers, Proctors, and Reporters
- Add additional demographic background questions (optional)
- Add custom messages for student score report and online local student instructions (optional)
- Complete pre-registration template if using voucher system (optional)
- Work with IT staff to run system check on computers
- Schedule test administration day – make-up days
- Determine how information will be shared with students, parents
- Run reports after testing
- Ensure intervention strategies are planned for students utilizing diagnostic results

Proctor Responsibilities

Manages all aspects of test administration, including:

- Assist with scheduling test administration days
- Assist with setting up pre-registration system (optional)
- Make sure system check has been run on all computers
- Administer diagnostics and placement assessments

Reporter Role

Manages data at local testing site

- Analyze data to assist with remediation planning
- Run Diagnostic Score Roster Report to identify needed remediation for students
- Run Individual Score Reports to share with students and parents
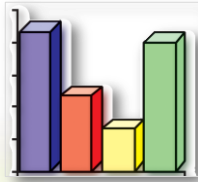
Login Credentials

All users receive an email from NO REPLY.

- Email includes user name and temporary password
- Log in with temporary password, answer security questions and change password
- Site Manager creates all other users
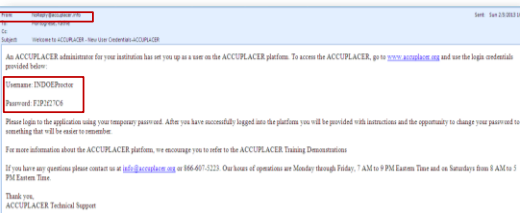
Hands-on Activity: Create a New User

1. Site Managers log on to your site with login credentials you received before the training and create additional users:

- Click on Users Tab
- Click on Add a New User
- Choose User Type and complete info

2. Edit a User - Extend the active time of a user:

- Click on Users Tab
- Click on Create and Edit Users
- Click on Search and Edit Users
- Choose User Type
- Scroll to bottom and extend the 'Active To Date'

How to Pre-register Students

ACUPLACER Pre-registration

- The ACCUPLACER platform supports pre-registration of students participating in ACCUPLACER.
- If more than 25 students will test at one time, pre-registration is recommended.
- The Site Manager and/or Proctors can pre-register students.
  - The system allows students to supplement or edit their own profile information when they login to take the test.

Pre-registration saves time on testing day and improves the accuracy of student data.

Two-Step Process

1. **Pre-register Students:** Populate a pre-made template with student data and import into ACCUPLACER system
2. **Create Vouchers:** Print vouchers (one per student) for students to use when logging on to begin an ACCUPLACER test session
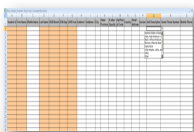
Step 1: Pre-registering Students

From the Users tab, select Student Pre-Registration.
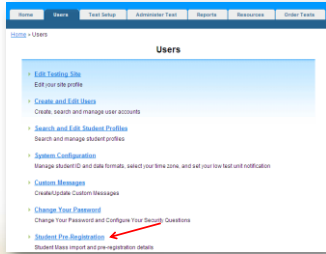
Import Student Data – Using the Template

Select Import Student Profile Information.
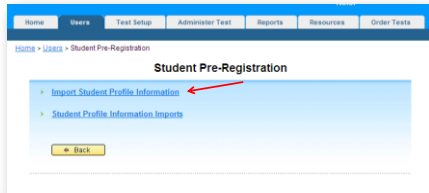
Retrieve the Template

Select Student Pre-registration Template.

Populate the Template

- This spreadsheet contains all of the fields on the Student Information screen.
- Complete this spreadsheet with your student information.
  - Any entry on this spreadsheet will appear on the Student Information screen when a student begins testing.
- The student can edit these fields at the beginning of testing except:
  - Student ID, First Name, Last Name, DOB-Month, DOB-Day and DOB-Year.

Import Template into ACCUPLACER System

Click on the **Users** tab, and select Import Student Profile Information.

Browse for the Template

Indicate if your file includes header rows, then click **Browse** to find the import file (template) that you created and select it.

The file name will appear in the **Import File** field. Click **Submit.**

Import the File

Once all errors are corrected, click **Import Students.**

Verify the Imported File Status

When you click <u>Student Profile Information Imports</u>, the imported file will be listed.

Hands-on Activity:
Pre-registration – Fill in Template

1. Follow these steps to populate spreadsheet with student information:

- Click on Users tab
- Click on Student Pre-registration
- Click on Import Student Profile Information
- Click on Student Pre-registration Template
- Fill in information for one or two students
- Save the template on your desk top

2. Follow these steps to import the template into your ACCUPLACER site:

- Click on Users Tab
- Click on Student Pre-registration
- Click on Import Student Profile Information
- Locate spreadsheet on your desktop – browse
- Click submit – correct errors, if any
- Click Import Students
- Verify that your file has uploaded
  - Click on Users tab
  - Click on Student Preregistration
  - Click on Student Profile Information Imports
  - Status of your file should be 'Imported'

Step 2: Create Voucher for each Student

Site Managers and Proctors can generate test vouchers.

To generate a test voucher, click on the **Administer Test** tab from the home page, then select Voucher Generation.
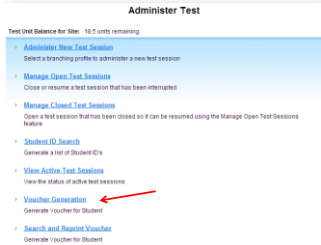
Voucher Generation: Select the File

To select the imported file you want to use, place a check mark in the box next to the file and click **Generate Voucher.**
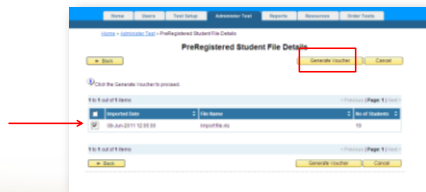
Voucher Generation: Assign Branching Profile

A list of all students from the import file is shown. In order to generate a voucher, each student must be assigned a Branching Profile.*
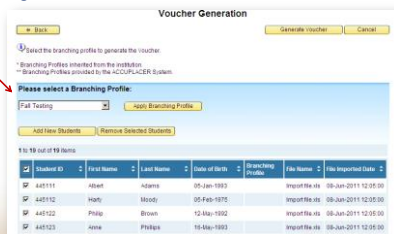
A Branching Profile is the set of tests to be administered.

Tips for Choosing a Branching Profile

➢ From the **Please select a Branching Profile** dropdown menu, select the branching profile you want students to use and click **Apply Branching Profile**.

➢ If you want all students to use the same branching profile, check the box on the **dark blue line**.

➢ If you want to use different branching profiles for students, check the box next to a student's name and select the branching profile for the particular student to use.

Voucher Generation: Printing the Vouchers

Place a check mark next to the name of each student who needs a voucher, then click **Generate Voucher.** The vouchers will appear on the next screen.

Sample Voucher: Add a Custom Message

To add a custom message to the voucher, click on the **Users** tab and select Custom Messages.

Your message will appear in the *Message from the Institution* area of the voucher.

Hand-on Activity: Generate Vouchers

1. Follow these steps to generate a voucher:
- Click on Administer Test Tab
- Click on Voucher Generation
- Select the file – click on checkbox
- Click on Generate Voucher
- Select appropriate branching profile (tests to be administered) from dropdown menu
- Click Apply Branching Profile
- Place a check next to student name (If all students will have the same branching profile, check the box at the top.)

2. Follow these steps to print a voucher:
- Click on Generate Vouchers
- Click on Print
- Add a custom message to vouchers, if needed
  - Log in as Site Manager
  - Click on Users Tab
  - Click on Custom Messages
  - Type message in Voucher Customized Message box
  - Click Save

ACCUPLACER Test Administration

Test Administration Questions

1. **How do I check the ACCUPLACER computer requirements?**
   - Go to www.accuplacer.org
   - Click on Professional/Administer Test
   - Click on Systems Requirements button
   - Receive immediate report
   - **Check all computers prior to test administration day**

Test Administration Questions, continued….

2. How many proctors are needed?

One Proctor for every 15-20 computers

3. How long will testing take?

Test sessions are untimed; allow approximately 40-45 minutes per section for diagnostics and 23 to 30 mins per section for placement

4. Does testing have to be completed in one setting?

Testing can occur over several days; use the Save and Finish Later feature

5. What content areas are included?

Juniors – Diagnostic – Reading Comprehension, Sentence Skills, Arithmetic

Seniors – Placement – Reading Comprehension, Sentence Skills, Math

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Test Administration Questions, continued….

6. How many math sections will a student take?

Juniors will take arithmetic diagnostics, elementary algebra is optional

Seniors will start with elementary algebra and branch up to college level math or down to arithmetic depending on their scores.

7. What are the dates of the statewide testing window?

March 2nd– May 3rd, 2014

8. Where do I find information about testing accommodations for students?

Please refer to the 'At a Glance' document in your training materials.

Test Administration

There are two ways to administer ACCUPLACER:

1. Standard Test Administration – Recommended when testing _less than 25 students_ at one time
2. Pre-registration Voucher Test Administration – Recommended when testing _more than 25 students_ at one time

Step-by-step instructions are included in 'At a Glance' document.

**Standard
Test Administration**

Test Administration: Standard

- **Use Standard Test Administration Procedures when testing _less than 25 students_ at one time**
- **Remember to run a system check on all computers prior to testing.**
  - Pop up blocker is the most common error.
  - System check requires logging on to each computer.
- **The _Save and Finish Later_ feature**
  - Allows you to complete a test session over multiple days if needed.
  - Steps to use this feature are included in the 'How to Resume an Open Test Session' section of the 'At a Glance' document found in your training materials.

**Pre-registration
Voucher
Test Administration**

Test Administration:
Pre-registration Student Voucher

Direct students to the ACCUPLACER login screen, www.accuplacer.org. Instruct them to click on **Use Voucher.**

Students Enter Information from Voucher

Instruct students to enter the Voucher Number, Last Name as it appears on their voucher, and their Date of Birth. Click **Submit** to continue.

- Student Information screen appears with all of the fields populated from the import file.
- Students can edit/change all fields **except**:
  Last/First Name
  Student ID
  Birthdate

Administer Test Through Voucher

**While students are entering their information,
the Proctors log on to release test sessions.**

Validate Voucher to Begin Test

Hands-on Activity: Start a Test

1. **Follow these steps to start a standard administration:**
   - Log in with your Proctor credentials
   - Click on Administer Test Tab
   - Click on Administer New Test Session
   - Select the Branching Profile
   - Click on Submit
   - Direct students to begin testing

2. **Follow these steps to start a voucher administration:**
   - Distribute vouchers to students
   - Direct students to go to www.accuplacer.org
   - Click on use Voucher
   - Instruct students to enter
     - Last name
     - Date of birth
     - Voucher number
   - Log in (Proctor)
   - Click on Test Administration Tab
   - Click on Administer Test through Voucher to release test
   - Direct students to begin testing

Reports

Diagnostic Report Types - Juniors

1. **Diagnostic Individual Student Score Report (ISR)**
   A student's individual scores for Diagnostic sections
2. **Diagnostic Score Report Roster**
   Scores for multiple students; displays scores for each domain
3. **Diagnostic Test Summary Report**
   Provides percentages of students with scores in each proficiency range – useful for planning intervention strategies

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Student Diagnostic Score Report

Diagnostic Score Range: 1-15
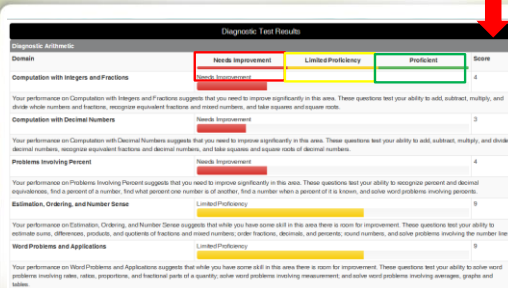
Diagnostic Test Score Roster Report

First Name	Test Date	EA - Real Numbers	EA - Linear Equat	EA - Quad. Exp. & Equat.	EA - Alg. Exp. & Equat.	EA - Word Prob
		Diagnostic Test Score Roster Report (Elm Algebra)				
Simon	10/13/2010	5	3	4	1	4
alexjander	11/10/2010	4	4	4	10	1
Ayan	10/13/2010	3	4	4	3	1
Terrace	10/13/2010	5	4	3	1	1
Andrew	10/13/2010	11	9	4	1	12
Catherine	10/13/2010	4	6	4	4	4
Samuel	10/13/2010	6	5	3	4	11
Anna	10/13/2010	10	3	1	4	10
Soly	10/13/2010	9	4	6	1	6
Nathaniel	10/13/2010	4	8	3	3	1
Karlee	10/13/2010	9	10	4	6	7
Bee	10/13/2010	4	2	4	4	5
Jordan	10/18/2010	4	9	3	6	11
thien	10/18/2010	4	4	7	4	3
Derek	10/13/2010	8	10	3	3	8
Andrai	10/18/2010	2	3	1	4	10
Michael	10/13/2010	10	5	3	4	4

Diagnostic Test Summary Reports

Placement Report Types - Seniors

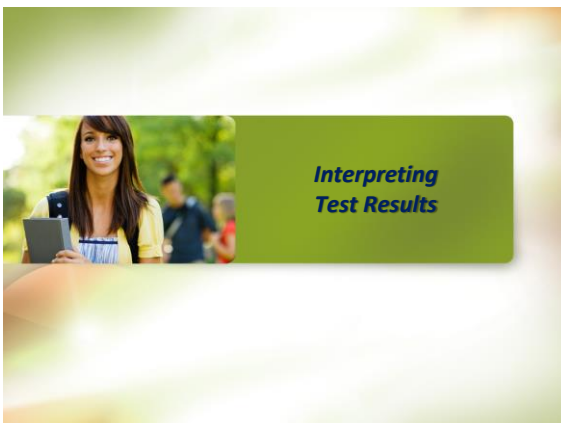1. **Placement Individual Student Score Report (ISR)**
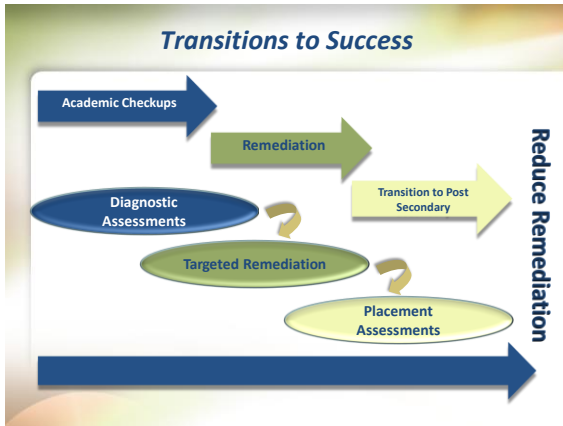   A student's individual scores for Placement sections
2. **Placement Score Report Roster**
   Scores for multiple students; displays scores for each section
3. **Custom Report**
   Allows user to create customized reports utilizing test scores and demographic information and background questions.

Interpreting Test Results

Transitions to Success

Academic Checkups

Remediation

Reduce Remediation

Diagnostic Assessments

Transition to Post Secondary

Targeted Remediation

Placement Assessments

Interpreting Individual Student Results

The College Planner document is:
- designed to assist with interpreting results to students and parents.
- useful for creating individual remediation plans for students.

Additional guidance is provided in your training materials.

Additional Resources

Resources Tab – ACCUPLACER Platform

- Users Guide
- Standard Manual
- Training videos
- ACCUPLACER/MyFoundationsLab information

QUESTIONS
THANK YOU!